1. Emergency Response Team Leader - Actions

On hearing main fire alarm:

- Ascertain location of the emergency from Fire Alarm Control panel.
- Proceed to the location of the alarm and
- Ascertain extent of incident.
- Tick name of personnel checklist.
- (Inform Security of names of Emergency Response Team Present.)
- Collect two way radio
- Ascertain location of emergency from Security or fire alarm panel.
- Proceed with the ERT team to the incident location and evaluate the situation.

Serious Incident:

- Instruct the Emergency Response Team as appropriate.
- Order the shut down of plant/equipment and isolate utilities as appropriate
- Make contact and keep the Operations Chief informed of the situation
- IF OC not present Call Pfizer personnel or outside emergency services as appropriate via Security. Assume IC role until his arrival and appoint deputy ERT leader.

Major Incident:

Above and
IF Operations Chief (OC) is not present assume the role r:

- Appoint deputy ERT leader
2. Action Plan for Fire

Fires in Buildings - General Action

- Evacuate personnel
- Keep upwind of the fire.
- Use BA sets as necessary.
- Tackle fire with appropriate fire fighting media.
- If persons known to be missing - co-ordinate a search and evacuation.
- Keep containers or vessels exposed to fire or heat as cool as possible.

Solvent or Oil Fire

- Apply foam to cover fire and spill area.
- Isolate solvent feed to fire if possible.
- Do not use a water jet.
- Use spray or fog nozzle to cool containers.

Electrical Fire

- Isolate electrical supply /substation
- Tackle fire with CO₂.
- Do not use water on electrical equipment.

Explosion

- Beware of gas leaks that may ignite or cause a delayed explosion. Particularly inside buildings or within confined spaces.
- Vessels that have been exposed to heat may also rupture or explode.

Determine what the gas is?

- Keep upwind.
- Evacuate personnel from area.
- Avoid introducing sources of ignition.
- Shut down air conditioning systems.
- Ventilate enclosed areas.
- Wear BA and full protective clothing.
- Rescue casualties.
- Isolate leak if possible.
- Set up water spray using fog attachment to knock down vapours.

Implement Specific Action Plan for the Gas released.
4. Toxic Gas Release - Specific Action Plan - Chloroform

**Action Plan**
- Keep upwind.
- Evacuate personnel from area. Ensure roll call has accounted for all personnel.
- Wear RA and gas tight suit.
- Isolate leak if possible.
- Set up water spray using fog attachment to knock down vapour cloud.
- Keep in contact with Incident Controller

**Properties of Chloroform**
- Irritation to eyes and skin
- Nausea
- Symptoms of drunkenness
- Fainting
- Convulsions

**Plant Isolation Procedures.**
- For individual plant items refer to Plant Operating Instructions or Batch Sheet for isolation or shutdown procedure or MSDS for cylinder.

**First Aid**
- If eyes affected, wash with water for 15 minutes.
- Remove contaminated clothing and drench skin with water.
- Get medical attention for affected person(s).
5. Gas Release - Specific Action Plan - Nitrogen

**Action Plan**
- Keep upwind.
- Evacuate personnel from area. Ensure roll call has accounted for all personnel.
- Isolate leak if possible.
- With water spray - keep nearby containers cool.
- Apply foam to any potential fire hazards.
- As a general rule do not extinguish a leaking gas flame.

**Properties**
- Major fire and explosion hazard.
- Colourless and odourless gas.
- Simple asphyxiant.
- Possible cold burns from direct contact with released gas at source.
- Can burn with invisible flame.

**Plant Isolation Procedures.**
- For individual plant items refer to Plant Operating Instructions or Batch Sheet for isolation or shutdown procedure or MSDS for cylinder.

**First Aid**
- Move person to a safe area and seek medical attention if necessary.
- DO NOT attempt to retrieve victims without using self-contained breathing apparatus.

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6. Action Plan Spillage

Categorise - spills of materials can be generally grouped into the following headings:

- Water miscible Solvents (e.g. Methanol, IPA, Acetone).
- Water immiscible Solvents (e.g. Toluene, Methylene Chloride).

General Action Required
- Evacuate the immediate area and cordon off.
- Keep upwind.
- No naked lights or electrical equipment.
- Wear protective clothing and BA as appropriate.
- Rescue any casualties.
- Isolate leak if safe to do so.

Water Miscible Solvents.
- Large spills cover with foam.
- Absorb in sand and place in sealed drum or pump to drum e.g. bund.
- Wash residue from area with large volumes of water and run to drain.

Water Immiscible Solvents.
- Large spills cover with foam.
- Absorb in sand and place in sealed drum or pump to drum e.g. bund.
- Apply non-flammable dispersing agent to residue and wash to drain.

Inorganic acids and bases.
- Prevent contact with eyes/skin, avoid breathing fumes.
- Wear acid suit/rubber gloves/boots/face shield, BA.
- Absorb in sand or dilute or neutralise as appropriate.
- Transfer to sealed containers for disposal or wash to effluent treatment plant as appropriate.

Oils
- Contain and absorb spillage using oil absorbent or sand.
- Transfer to containers for disposal.
7. **Action Plan Biohazardous Spillage**

1. **Assess the size and nature of the spill.**
   Materials spills outside the biological safety cabinets can be generally grouped into the following headings:
   - Spills on the Body
   - Biosafety Level 1 Organism Spill (PER.C6 Cell line)
   - Biosafety Level 2 Organism Spill
   - Get Biohazardous Data Sheet File
   The emergency plan primarily applies to Biosafety Level 2 spills. The remaining spills are controlled within the facility by colleagues concerned (SOP 6.1007)

2. **General actions**
   - Evacuate the immediate area and cordon off.
   - Keep upwind.
   - No naked lights or electrical equipment.
   - Wear protective clothing and BA as appropriate.
   - Rescue any casualties.
   - Isolate leak if possible if safe to do so.
   - Contain spills with absorbent pigs or sand and prevent going to drain.

3. **Action of Spill Response Team**
   - Communicate with Facility manager or individual concerned to assess the size and nature of the spill.
   - Don protective equipment prior to entering the facility.
     Outer and inner tyvck suits, disposable gloves, disposable shoe covers, safety goggles and full-face respirator
   - Cover spill with absorbent material from spill kits i.e. matting.
   - Carefully pour a freshly prepared solution of Sodium Hydroxide around the edges of the spill and then into the spill. **AVOID SPLASHING**
   - Allow a contact time of 20 minutes
   - Any sharps such as broken glassware must be removed with a tongs and place in a hazardous labelled sharps container.
8. ERT leader - Actions in a Medical Emergency

**Initial Response**
On hearing the assembly or evacuation fire alarm or being notified of an incident on site provide assistance as appropriate to help in

**Casualties during an Incident**
- Ensure casualties are being dealt with by first aid personnel.
- If more First Aid personnel or holding areas for casualties are required, request them from Operations Chief.
- Call an ambulance through Operations Chief.
- The Operations Chief appoints one First Aid person in charge. They must keep records of injured personnel, people sent to hospital etc.

**Responding to the Incident – Pure Medical Emergency**
- Coordinate the response of the ERT and First Aid Personnel in dealing with the injured personnel.
- Help to co-ordinate an initial response with other First Aid personnel if available.
- Seek assistance from the Company Doctor.
- Request an ambulance to be called through Security if necessary.
- Co-ordinate bringing any casualties to the Medical Centre and if necessary co-ordinate preparing an area at the Admin. Building / Canteen for holding casualties until the arrival of the emergency services.
9. Actions for an Offsite Transport Emergency

Incoming Phone Call from scene, emergency services, airline etc.

Security/Receptionist receives the call.

Notes Who? What? Where?

Make contact with the EHS Manager - Environmental Officer - Head of Safety or the Shift Supervisor - to take the telephone call.

EHS Manager - Environmental Officer - Safety Officer or the Shift Supervisor.

- Handle the call and take note of information as per Checklist - overpage.
- Establish if genuine.
- Decide level of response
  (a) Advice
  (b) Limited EMT Response

Limited EMT Response.

- As advice section
- Call in one member of each group in the EMT. Call more as required.
- Keep in regular contact with the authorities to monitor developments.
- Arrange if necessary/feasible for a technical advisor (and PR group member if required) to travel to the scene of the incident and to advise as appropriate on handling the technical nature of the incident.
- Issue prepared statements / give press conference to media if required.
- Inform Pfizer Corporate
- If necessary make contact with Minchem Environmental Services to assist Pfizer in dealing with the incident or for outside Ireland agree an approach with Pfizer Corporate.

Advice

- Give assistance - technical advice to the caller on dealing with the incident.
- Give information from the relevant MSDS for the material(s) involved in the incident.
- Inform relevant managers in writing later.
TRANSPORT EMERGENCY - LIST OF QUESTIONS TO BE ASKED

1. Is there a leak/spill of material - How serious?

2. What is the location of tanker/container - (The nearest big Town)?

3. Has there been a road accident (Any person injured)?

4. Has the alarm been raised locally, i.e. at scene of accident?

5. Have Police/Emergency Services been notified?

6. Is anyone in charge of the situation, e.g. Police?

7. What is the wind direction?

8. Caller's name and telephone number?

9. Is tanker/container in the upright position?

10. If lying on side - is leak near the ground?
10. **Operations Chief - General Actions for a Site Security Incident**

**General Action:**

- The normal response for a fire alarm activation will take place except:
  
  (a) Gardaí called as standard
  (b) ERT and leader do not go to scene without approval of Gardaí

- Obtain and evaluate the information received by Reception/Security on the nature of the Security threat.

- The EMT technical group will not be formed for a bomb threat.
11. Interaction with the Media and General Public

(background information for ERT leader)

All communications with the news media and the general public will normally be handled by the Public and Employee Relations Group. If the emergency occurs outside normal working hours the shift supervisor will inform the media that he/she “is not authorised to issue statements and that a statement will be issued by the appropriate person in due course”. In extreme circumstances where the supervisor has to make a statement he/she will use the initial prepared statement in section available in the emergency plan.

- Experience indicates that the media will respond to most emergency situations minutes after the event occurs. Proper handling of the press when an emergency occurs can ensure that the media reporting of an incident is factual.

- If media personnel ring the site during the start of an emergency, their names and numbers should be taken and they should be told they will be called back as soon as the extent of the emergency can be determined.

- If media arrive on site, they should be treated cordially, but whether they should be allowed on site will be dictated by the circumstances of the emergency. If they are admitted, a member of staff should be allocated to stay with them at all times.

- The notes for preparing press statements and the holding of a press conference in Section 7 should be observed.

Minor.
- Minor injury.
- Localised incident confined to a small area of plant or equipment.

Serious.
- A number of people affected.
- Large area of plant or building affected but confined within the site.

Major.
- Incident has off site effects.
- Incident visible/heard by the local community.

Transport Incident
- An incident which occurs off site involving the transportation of Warner Lambert hazardous material.
13. PFIZER DUBLIN - Emergency Organisational Structure

Major Incident
- Public and Employee Relations
  - Human Resources Manager

- External Agencies Group
  - EHS Manager

- Technical Group
  - Operations Chief
  - Evacuation Officers
  - Medical/First Aid
  - Traffic
  - Emergency Response Leader
  - Emergency Response Team

- Site Leader

Serious Incident
- Event Recorder
- Security
- Receptionist
- Shift/Fitter/Elect.

Minor or Local Incidents
- Operator(s)
1. **Action on Hearing the Fire Alarm**

- Proceed to the assembly point. On activation of the major emergency plan by the Operations Chief proceed to the Emergency Control Centre.
- Inform your Assembly Point Co-ordinator.
- Carry out Main Controller functions.
2. Functions of the Main Controller (Senior person on-site)

Main Controller
Action on being notified of a major emergency

- Proceed to the Emergency Control Centre on instruction of Operations Chief. Inform Assembly point Co-ordinator.

- Assume overall responsibility for control of the emergency and maintain a continuous review of developments. Ensure communications system with Operations Chief and technical group is set up.

- Ensure that the Emergency Management Team (i.e. the Public Relations Group, External Agencies Group, and the Technical Group) is assembled and responding as necessary to the situation.

- Check authorised statements to the news media after the Public Relations Group has prepared them (as per Sections 4 - 7).

- Give press conferences as necessary (preparation by PR group). Be available for interview when details are known.

Public Relations Group
External Agencies Group
Technical Group
## 3. Interaction with Employees and Employee Relatives

(PR group function. Background information for main controller)

Ensure through the PR Group that proper communication with Pfizer Employees and their relatives is given a high priority, particularly where injuries are involved. It is essential that:

- Prompt information should be given firstly to the relatives of injured employees.
- Resources should be made available quickly to the needs of injured employees and to the relatives of injured employees.
- Where appropriate a member of the Public and Employee Relations Group should call and visit the relatives of Pfizer personnel.
- Relatives of Pfizer personnel and relatives of injured employees should be informed of any press statements or media communications being issued.

**Note:** Relatives of Pfizer employees should not hear about injured personnel firstly through the media.
4. Interaction with the Media and General Public
(Background information)

All requests for press information, statements etc. will be forwarded to the PR group. The main controller may assist the PR Group in handling communications with the news media and the general public by giving interviews and press conferences.

If the emergency occurs outside normal working hours the shift supervisor will inform the media that he/she “is not authorised to issue statements and that a statement will be issued by the appropriate person in due course”. In extreme circumstances where the supervisor has to make a statement he/she will use the initial prepared statement in section 7.

- Experience indicates that the media will respond to most emergency situations minutes after the event occurs. Proper handling of the press when an emergency occurs can ensure that the media reporting of an incident is factual.
- If media personnel ring the site during the start of an emergency, their names and numbers should be taken and they should be told that they will be called back as soon as the extent of the emergency can be determined.
- If media arrive on site, they should be treated cordially, but whether they should be allowed on site will be dictated by the circumstances of the emergency. If they are admitted, a member of staff should be allocated to stay with them at all times.
- The notes for preparing press statements and the holding of a press conference should be observed (Section 6). Initial prepared statements are available below and in appendix 3.
5. PREPARATION OF MEDIA STATEMENTS/ PRESS CONFERENCE
(PR group function – Background information for Main Controller)

The press statement/press conference - points to remember:

- It must be factual, avoid supposition and speculations. Never tell a lie or give misinformation.
- Summary of emergency – date, time, nature of incident, location, conditions (e.g. wind direction, speed, temperature, humidity).
- Status of incident.
- Cause of incident.
- Will it happen again?
- Extent of site damage (DO NOT MENTION COST)
- Environmental impact (including harbour damage, clouds, coloured water etc).
- Brief description of casualties. Extend regret to their families and friends, and wish them a speedy recovery.
- Any evacuations?
- Thanks to everyone who helped; local authorities, Pfizer staff, Gardai, hospitals, media etc., especially our own emergency crew.
- Apology to local community about incident.
- We will be preparing a report and discussing it with the local community.
- Ask for questions.
6. HOLDING A PRESS CONFERENCE
(PR group function — Background information for Main Controller)

Points to remember:

- Have as few Pfizer personnel as possible.
- Have a suitable venue (Large Conference Room - Main canteen). Pfizer personnel should enter/leave via a different door to the press.
- Pfizer person in charge will make the opening statement and ask for questions.

**DO's**

- BE CONFIDENT and matter of fact.
- Express sympathy and concern.
- Reassure everyone that the matter is being thoroughly investigated.

**DON'T's**

- Don't LIE or give misinformation — say “I'm afraid I don't have that information for you at the moment, but I will have someone find it out for you as soon as possible — immediately, if I can”.
- Don't push your theories down the throats of the assembled press.
- Don't use words like disaster, nightmare scenario, a minor incident, our first major incident in years, computers, "to the best of my knowledge".
- Don't mention the HSA, EPA, external agencies etc.
- Don't speculate as to the cause of the incident.

**POST PRESS CONFERENCE**

- Don't call another press conference unless there is a clear need to call the media together again.
- When reports into the incident are available, ensure that you are on top of the situation by making yourself available for radio, TV, press etc.
7. INITIAL PREPARED STATEMENT
(PR group function to prepare – Background information for Main Controller)

Incident:
A ____________ (fire, explosion, spillage, gas leak, collision or other) has occurred at Pfizer Pharmaceuticals Dublin in the ____________ (production, storage tank, warehouse, drum store or other) area on ____________ (date) at ____________ (time).

Casualties
There are no casualties or
There are ___(number) fatalities and/or
There are ___(number) people injured and/or
There are ___(number) people missing.

The ___(injured, dead, missing) people are ____________ (Colleagues, contractors, firemen).
*Note: Names not to be divulged until next of kin have been notified.*

Damage
___________(no, slight, moderate, heavy) damage has occurred to the plant and operating equipment.

Spill or Leak
___________ (amount) of ____________ (substance) was released.
<table>
<thead>
<tr>
<th><strong>DUBLIN EMERGENCY PLAN</strong></th>
<th><strong>Date:</strong></th>
<th><strong>Section:</strong> Main Controller.</th>
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<tr>
<td></td>
<td><strong>August 2005</strong></td>
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<tr>
<td><strong>Supersedes:</strong></td>
<td><strong>July 2004</strong></td>
<td><strong>Revision:</strong> 007</td>
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</table>

**Product**
The material involved is a ____________ (solvent, solid raw material, gas) used in the manufacture of ______________(product) which is a ______________(heart drug etc.).

Or

The incident occurred during the manufacture of a ____________ (product) which is a ______________(heart drug etc.).

**Response**
Pfizer emergency response personnel are responding to the incident. In line with pre-planned emergency arrangements the ______________ (local authority, fire, gardai, ambulance) services are in attendance with ____ (number) appliances.

**Cause**
The cause of the incident was ______________

Or

The cause of the incident is not known at this stage but it will be subject to a full investigation.
Environmental Impact
We understand that there has been no pollution

Or

We understand that there has been ________ (limited, considerable) pollution and our staff are working with the appropriate authorities to minimise the impact.

Incident Under Control?
The incident is now under control

Or

The Pfizer and local authority emergency response crews are at present trying to bring the incident under control.
FURTHER STATEMENTS-EXAMPLE 1

Pfizer Ireland Pharmaceuticals Dublin, confirms that there was an incident at its facility as (Time/Date). The emergency services are on site to assist the company's own emergency response crews & safety personnel in coping with the aftermath of the incident.

At this stage it is now known whether there are or are not any injuries/casualties (a number of people have been taken to hospital by local authority ambulances).

Efforts at the present time are concentrating on preventing the spread of an outbreak of fire. Further bulletins will be issued as the situation becomes clearer.

FURTHER STATEMENTS-EXAMPLE 2

Pfizer Ireland Pharmaceuticals Dublin confirms that local emergency services are present to combat a serious outbreak of fire which followed an incident at its pharmaceutical manufacturing facility earlier today. There were no injuries/... a number of people were injured and taken to hospital. It is too early yet to estimate the damage, but efforts are proving successful to confine the outbreak of fire to the ..... area.

The incident began in the ..... area and has been prevented from spreading/has spread to....

The company's own emergency response services have been augmented by the County Fire Service and are also receiving assistance from fire services from xxx companies in the Dublin area.

The products involved in the fire include .... Ongoing analyses are being taken to ascertain any risk of pollution. Neighbours are advised, in the case of those living downwind of the fire, to close windows to prevent smoke emissions entering their houses, as any form of smoke from a fire can be potentially damaging. The company hopes to have the fire under control in... (time) and will issue further bulletins as the position becomes clearer.

An emergency information service has been put in place by the company. Those with a direct or special interest, especially those living in the Dublin Area areas are urged to call this special number for the most up to date information available.
8. Categorising an Emergency.

**Minor.**
- Minor injury.
- Localised incident confined to a small area of plant or equipment.

**Serious.**
- A number of people affected.
- Large area of plant or building affected but confined within the site.

**Major.**
- Incident has off site effects.
- Incident visible/heard by the local community.

---

**Transport Incident**
- An incident which occurs off site involving the transportation of Pfizer hazardous material.
9. Dublin - Emergency Organisational Structure

**Major Incident**
- Public and Employee Relations Group
  - Phone Group
- External Agencies Group
  - EHS Manager
  - Environmental Officer
  - Safety Officer
- Technical Group
- Operations Chief
- Assembly point Co-ordinator
- Traffic Controller
- Emergency Response Team Leader
- Emergency Response Team
- Senior Maintenance Person

**Serious Incident**
- Event Recorder
- Security
- Receptionist
- Shift/Fitter/Elect.

**Minor or Local Incidents**
- Operator(s)
## 1. Operations Chief - Main Actions

### On hearing the assembly / evacuation fire alarm or being notified of an incident on site.
- Proceed to security. Collect two way phone. Make contact with the Emergency Response Team Leader via radio and establish nature of the Incident from the fire alarm panel or person raising alarm.
- Activate the Emergency Response Plan

### Categorise the Incident

#### Major Incident. (Decision on scale up is by Operations Chief)
- Instruct Pfizer Emergency Management Team (EMT) to assemble – Emergency control room to assist – liaise with the Team in handling the incident.
- Identify areas off site threatened. Inform neighbours if necessary of any action. Use PR group. (See appendix 1).
- Keep in contact with EMT by radio.
- Establish Danger, Holding and Safe Zones.
- Anticipate Incident escalation
- Responsibility for casualties. Use Technic group to obtain first aiders.

### Serious Incident / Initial Response Procedure
- Assess the situation
- Assume overall responsibility for dealing with the incident.
- Decide whether emergency services need to be called. Delegate to security.
- Ensure the results of the evacuation roll calls have been carried out. If there are any missing persons inform the Emergency Response Team Leader.
- Keep in contact with the Emergency Response Team Leader via radio in dealing with the incident. Update him on any alarms.
- Ensure that a traffic controller is on duty at the main gate.
- Liaise with Emergency services and provide assistance as required.
- Order the shut down of plant/equipment and isolate utilities as appropriate.
- If the incident threatens the evacuation points, direct assembly point co-ordinators to move personnel.
- Silence Alarm
- Give the all clear when the incident is over and all personnel are accounted for.
2. Operations Chief - General Points for Fire Incidents

Fires in Buildings - General Action

Provide guidance to the ERT in dealing with the emergency. If a lot of information e.g. details of plant, inventory of materials, relevant technical information are required, form the technical Group.

General points:
- Ensure that all personnel are being kept upwind of the fire.
- If persons known to be missing ERT leader will co-ordinate search and evacuation.
- Ensure that containers/vessels exposed to fire or heat are being kept cool.
- Refer to relevant MSDS for appropriate technical information to deal with fire involving hazardous materials and relay to the ERT leader.
3. Operations Chief - General Points for Gas Release

Gas release - General Actions to Take:

Provide guidance to the ERT in dealing with and isolating the gas release, relevant technical information pertaining to the gas, properties, etc.

Generally assist in dealing with the emergency by:

- Determining what the gas is if necessary.
- Ensure that all personnel are being kept upwind of the gas release and away from the area.
- *If persons known to be missing – ERT leader will co-ordinate search and evacuation.*
- Refer to relevant MSDS for appropriate technical information to deal with the release.
- Help to ensure that sources of ignition are being kept away from the area.
- Check to ensure that air conditioning systems are shut down.
- Advise on leak isolation, e.g. valves or process intervention.
4. Operations Chief - General points for Spillage

Provide guidance to the Emergency Response Team in dealing with the spillage, relevant technical information pertaining to spilled material, properties, etc. Refer to the relevant MSDS to obtain appropriate information.

Spills of materials can be generally grouped into the following headings:

- Water miscible Solvents (e.g. Methanol, Acetone).
- Water immiscible Solvents (e.g. Toluene,).
- Inorganic acids and bases.
- Oils/gases.

Water Miscible Solvents.
- Stop leaks if safe to do so.
- Large spills cover with foam.
- Contain spillage using pigs or sand.
- Absorb in sand and drum or pump to drums e.g. bund.
- Wash residue from area with large volumes of water and run

Water Immiscible Solvents.
- Stop leaks if safe to do so.
- Large spills cover with foam.
- Contain using pigs or sand.
- Absorb in sand and drum or pump to drums e.g. bund.
- Apply non-flammable dispersing agent to residue and wash

Inorganic acids and bases.
- Stop leaks and contain spillage using pigs or sand.
- Do not direct water on spillage.
- Absorb in sand or dilute or neutralise as appropriate.
- Wash to Effluent plant or drum as appropriate.
- Mop up the residue with large volumes of water.

Oils
- Contain and absorb spillage using oil absorbent, pigs, earth, or sand.
- Transfer to container for disposal.
5. **Operations Chief - Action Plan Biohazardous Spillage**

Provide guidance to the Emergency Response Team in dealing with the spillage, relevant technical information pertaining to spilled material, properties, etc. Refer to the relevant MSDS to obtain appropriate information.

1. **Assess the size and nature of the spill.**
   Materials spills outside the biological safety cabinets can be generally grouped into the following headings:
   - Spills on the Body
   - Biosafety Level 1 Organism Spill (PER.C6 Cell line)
   - Biosafety Level 2 Organism Spill

   The emergency plan primarily applies to Biosafety Level 2 spills. The remaining spills are controlled within the facility by colleagues concerned SOP 6.1007)

2. **General actions**
   - Evacuate the immediate area and cordon off.
   - Keep upwind.
   - No naked lights or electrical equipment.
   - Wear protective clothing and BA as appropriate.
   - Rescue any casualties.
   - Isolate leak if possible if safe to do so.
   - Contain spills with absorbent pigs or sand and prevent going to drain.

3. **Action of Spill Response Team**
   - Communicate with Facility manager or individual concerned to assess the size and nature of the spill.
   - Don protective equipment prior to entering the facility.
     - Outer and inner tyvek suits, disposable gloves, disposable shoe covers, safety goggles and full-face respirator
   - Cover spill with absorbent material from spill kits i.e matting.
   - Carefully pour a freshly prepared solution of NaOH (Sodium Hydroxide) around the edges of the spill and then into the spill. **AVOID SPLASHING**
   - Allow a contact time of 20 minutes
   - Any sharps such as broken glassware must be removed with a tongs and place in a Hazardous labelled sharps container.
6. Operations Chief - Actions in a Medical Emergency

**Initial Response**

On hearing the assembly / evacuation fire alarm or being notified of an incident on site provide assistance as appropriate to help in dealing with the injured person.

**Casualties during an Incident**

- Ensure casualties are being dealt with by first aid personnel.
- If more First Aid personnel or holding areas for casualties are required, request them from Technical group.
- Call an ambulance through Security

**Responding to the Incident – Pure Medical Emergency**

- Co-ordinate the response of the ERT and First Aid Personnel in dealing with the injured personnel.
- Help to co-ordinate an initial response with other First Aid personnel if available.
- Seek assistance from the Company Doctor.
- Request an ambulance to be called through Security if necessary.
- Co-ordinate bringing any casualties to the First Aid Room and if necessary co-ordinate preparing an area at the Reception Area - Admin. Building for holding casualties until the arrival of the emergency services.
- Maintain a record of the names of the injured personnel for the Public and Employee Relations Group of the Emergency Management Team.
- Inform safety department and managers
7. Operations Chief - General Actions for a Site Security Incident

General Action:
- The normal response for a fire alarm activation will take place except:
  (a) Gardai called as standard
  (b) ERT and leader do not go to scene without approval of Gardai
- Obtain and evaluate the information received by Reception/Security on the nature of the Security threat.
- The EMT technical group will not be formed for a bomb threat.
8. Categorising an Emergency.

**Minor.**
- Minor injury.
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**Serious.**
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**Major.**
- Incident has off site effects.
- Incident visible/heard by the local community.

---

**Transport Incident**
- *An incident which occurs off site involving the transportation of Pfizer hazardous material.*
9. Pfizer Dublin Emergency Organisational Structure

**Major Incident**
- Public and Employee Relations
- Phone Group

**Serious Incident**
- Event Recorder
- Security
- Receptionist
- Shift/Filter/Elec.

**Minor or Local Incidents**
- Operator(s)
1. Action on Hearing the Fire Alarm

Assembly Alarm  Constant Tone

- Proceed to assembly point. On activation of the major emergency plan by Operations Chief proceed to the Emergency Control centre.
- Inform Assembly point Co-ordinator.
- Carry out Public Relations function.
2. Public and Employee Relations Group Functions

Action on being notified of a major emergency.

*The priority is to deal with the local community, relatives of injured employees, and the media as follows:*

- Proceed to the Emergency Control Centre - notifying the Assembly Roll caller of your location.
- Ensure emergency telephones are being answered and answering personnel have the appropriate information.
- Contact and give prompt information to relatives of injured employees.
- Inform Pfizer Corporate.
- Based on advice from the technical group and approval of the main controller, inform neighbours of any emergency action to take. If no hazards exist the Emergency Control Team will decide whether the situation requires notification of site neighbours. Notification will be carried out using (Telephone List appendix 1).
- Handle all media enquires and queries from the local community.
- Prepare draft progress press statement giving as many details as can be appropriately given. Get approval of statements from the Site Leader. Fax to the media with company information e.g. brochure.
- Listen to the radio to determine how the situation is being reported.
3. How incoming Phone-calls are Handled

During an emergency there will be numerous calls to the site e.g. relatives, media, EPA, HSA, Corporate, local residents, business calls, etc.

The Phone group/Receptionist/Security will handle

If Receptionist/security can't contact Emergency Control Room

- Receptionist/Security will take the Name and Telephone Number of the Person Calling.
- Informing the person that a member of Pfizer staff will ring them back very shortly.

Calls from any Authority - Health and Safety Authority, Fire Service, Environmental Protection Agency, Gardai, etc.

- Media, local residents, neighbouring companies, hospitals, parent company, Technical queries, Important Politicians

These calls will be passed directly onto the Emergency Control Room.

Business Calls or Personal Calls.

- Distant companies, relatives, offers of help
- Receptionist/Security will inform the caller that the person they are seeking is not available.
4. Interaction with Employees and Employee Relatives

Communication with Pfizer Employees and their relatives holds the highest priority, particularly where injuries are involved. It is therefore essential that:

- Prompt information should be given firstly to the relatives of injured employees.
- Resources should be made available quickly to the needs of injured employees and to the relatives of injured employees.
- Where appropriate a member of the Public and Employee Relations Group should call and visit the relatives of Pfizer personnel.
- Relatives of Pfizer personnel and relatives of injured employees should be informed of any press statements or media communications being issued.

Note: Relatives of Pfizer employees should not hear about injured personnel firstly through the media.
5. Interaction with the Media and General Public

All communications with the news media and the general public will normally be handled by the Public and Employee Relations Group. If the emergency occurs outside normal working hours the shift supervisor will inform the media that he/she “is not authorised to issue statements and that a statement will be issued by the appropriate person in due course”. In extreme circumstances where the supervisor has to make a statement he/she will use the initial prepared statement in Appendix 3 or below.

- Experience indicates that the media will respond to most emergency situations minutes after the event occurs. Proper handling of the press when an emergency occurs can ensure that the media reporting of an incident is factual.

- If media personnel ring the site during the start of an emergency, their names and numbers should be taken and they should be told they will be called back as soon as the extent of the emergency can be determined.

- If media arrive on site, they should be treated cordially, but whether they should be allowed on site will be dictated by the circumstances of the emergency. If they are admitted, a member of staff should be allocated to stay with them at all times.
6. PREPARATION OF MEDIA STATEMENTS/ PRESS CONFERENCE

The press statement/press conference - points to remember.

- It must be factual, avoid supposition and speculations. Never tell a lie or give misinformation.
- Summary of emergency – date, time, nature of incident, location, conditions (e.g. wind direction, speed, temperature, humidity).
- Status of incident.
- Cause of incident.
- Will it happen again?
- Extent of site damage (DO NOT MENTION COST)
- Environmental impact (including harbour damage, clouds, coloured water etc).
- Brief description of casualties. Extend regret to their families and friends, and wish them a speedy recovery.
- Any evacuations?
- Thanks to everyone who helped; local authorities, Pfizer staff, Gardai, hospitals, media etc., especially our own emergency team.
- Apology to local community about incident.
- We will be preparing a report and discussing it with the local community.
- Ask for questions.
7. HOLDING A PRESS CONFERENCE

Points to remember:

- Have as few Pfizer personnel as possible.
- Have a suitable venue (Main canteen). Pfizer personnel should enter/leave via a different door to the press.
- Pfizer person in charge will make the opening statement and ask for questions.

**DO's**

- BE CONFIDENT and matter of fact.
- Express sympathy and concern.
- Reassure everyone that the matter is being thoroughly investigated.

**DON'T's**

- Don't LIE or give misinformation – say "I'm afraid I don't have that information for you at the moment, but I will have someone find it out for you as soon as possible — immediately, if I can”.
- Don't push your theories down the throats of the assembled press.
- Don't use words like disaster, nightmare scenario, a minor incident, our first major incident in years, computers, "to the best of my knowledge”.
- Don't mention the HSA, EPA, external agencies etc.
- Don't speculate as to the cause of the incident.
8. INITIAL PREPARED STATEMENT

Incident:
A ____________ (fire, explosion, spillage, gas leak, collision or other) has occurred at Pfizer Dublin in the ____________ (production, storage tank, warehouse, drum store or other) area on ________ (date) at ________ (time).

Casualties
There are no casualties or
There are ______ (number) fatalities and/or
There are ______ (number) people injured and/or
There are ______ (number) people missing.

The ________ (injured, dead, missing) people are ________ (Pfizer personnel, contractors, firemen).
Note: Names not to be divulged until next of kin have been notified.

Damage
__________ (no, slight, moderate, heavy) damage has occurred to the plant and operating equipment.

Spill or Leak
__________ (amount) of ________ (substance) was released.
Product
The material involved is a ________________ (solvent, solid raw material, gas) used in the manufacture of __________ (product) which is a __________ (heart drug etc.)

Or
The incident occurred during the manufacture of a __________ (product) which is a __________ (heart drug etc.)

Response
Pfizer emergency response personnel are responding to the incident. In line with pre-planned emergency arrangements the __________ (local authority fire, gardai, ambulance) services are in attendance with ________ (number) appliances.

Cause
The cause of the incident was __________

Or
The cause of the incident is not known at this stage but it will be subject to a full investigation.
Environmental Impact
We understand that there has been no pollution
Or
We understand that there has been _______ (limited, considerable) pollution and our staff are working with the appropriate authorities to minimise the impact.

Incident Under Control?
The incident is now under control
Or
The Pfizer and local authority emergency response crews are at present trying to bring the incident under control.
FURTHER STATEMENTS - EXAMPLE 1

Pfizer Dublin, confirms that there was an incident at its facility as (Time/Date). The emergency services are on site to assist the company’s own emergency response crews & safety personnel in coping with the aftermath of the incident.

At this stage it is now known whether there are or are not any injuries/casualties (a number of people have been taken to hospital by local authority ambulances).

Efforts at the present time are concentrating on preventing the spread of an outbreak of fire. Further bulletins will be issued as the situation becomes clearer.

FURTHER STATEMENTS - EXAMPLE 2

Pfizer Dublin, confirms that local emergency services are present to combat a serious outbreak of fire which followed an incident at its pharmaceutical manufacturing facility earlier today. There were no injuries/... a number of people were injured and taken to hospital. It is too early yet to estimate the damage, but efforts are proving successful to confine the outbreak of fire to the ..... area.

The incident began in the ..... area and has been prevented from spreading/has spread to....

The company’s own emergency response services have been augmented by the County Fire Service and are also receiving assistance from fire services from xxx companies in the Pottery Road area.
The products involved in the fire include..... Ongoing analyses are being taken to ascertain any risk of pollution. Neighbours are advised, in the case of those living downwind of the fire, to close windows to prevent smoke emissions entering their houses, as any form of smoke from a fire can be potentially damaging. The company hopes to have the fire under control in... (time) and will issue further bulletins as the position becomes clearer.

An emergency information service has been put in place by the company. Those with a direct or special interest, especially those living in the Pottery Road area areas are urged to call this special number for the most up to date information available.

**Minor.**
- Minor injury.
- Localised incident confined to a small area of plant or equipment.

**Serious.**
- A number of people affected.
- Large area of plant or building affected but confined within the site.

**Major.**
- Incident has off site effects.
- Incident visible/heard by the local community.

**Transport Incident**
- An incident which occurs off site involving the transportation of Pfizer hazardous material.
10. Actions for an Offsite Transport Emergency

Incoming Phone Call from scene, emergency services, airline etc.

Security/Receptionist receives the call.
*Who? What? Where?*

Make contact with the Environmental Officer / EHS Manager or the Shift Supervisor to take the telephone call.

Limited EMT Response.
- As advice section
- Call in one member of each group in the EMT. Call more as required.
- Keep in regular contact with the authorities to monitor developments.
- Arrange if necessary / feasible for a technical advisor (and PR group member if required) to travel to the scene of the incident and to advise as appropriate on handling the technical nature of the incident.
- Issue prepared statements / give press conference to media if required.
- Inform Pfizer Corporate
- If necessary make contact with Minchem Environmental Services to assist Pfizer in dealing with the incident or for outside Ireland agree an approach with Pfizer corporate.

EHS Manager - Environmental Officer – or the Shift Supervisor.
- Handle the call and take note of information as per Phone call Checklist
  - Establish if genuine.
  - Decide level of response

Advice
- Give assistance - technical advice to the caller on dealing with the incident.
- Give information from the relevant MSDS for the material(s) involved in the incident.
- Inform relevant managers in writing later.
11. Pfizer Dublin - Emergency Organisational Structure

Major Incident

- Main Controller
- Site Leader

- Public and Employee Relations
  - Human Resources Director

- External Agencies Group
  - EHS Manager
  - Environmental Officer
  - Safety Officer

- Technical Group
  - Operations Chief
  - Evacuation Officers
  - Medical/First Aid
  - Traffic
  - Emergency Response Team

- Production Manager
  - QA. Manager
  - Engineering Manager
  - Project Engineer

- Senior Maintenance Person

Serious Incident

- Event Recorder
- Security
- Receptionist
- Shift/Fitter/Elect.

Minor or Local Incidents

Operate(s)

Action on hearing the Fire Alarm or discovering an emergency.

Most Important
- Check fire alarm panel for location of the alarm or activate the fire alarm on discovering an incident.
- Hand out roll call sheets to assembly point co-ordinators
- Ensure gates are locked and the barrier is down and phone is switched to night service.

Other Duties
- Respond to instructions from the Operations Chief or ERT leader. These may include items such as contacting Pfizer personnel or Emergency Services, silencing the alarm. Telephone lists are available in the appendices. For phone calls made ensure the names and contact times are recorded.

- On arrival of the Emergency Services/Fire Brigade – inform the Emergency Response Team Leader or the Incident Controller. Hand out emergency folder to fire officer and note their name.

- Stop traffic entering the site.
2. Incoming Phone-calls during emergencies

During an emergency there will be numerous calls to the site e.g. relatives, media, EPA, HSA, Corporate, local residents, business calls, etc.

The Phone group/Receptionist/Security will handle calls during the Emergency.

If Receptionist / security can’t contact Emergency Control Room

- Receptionist/Security will take the Name and Telephone Number of the Person Calling.
- Informing the person that a member of Pfizer staff will ring them back very shortly.
- Do not give out any information on the emergency. Tell callers that Pfizer personnel with up to date information and will ring them back.

Business Calls or Personal Calls.
- Distant companies, relatives, offers of help
- Receptionist/Security will inform the caller that the person they are seeking is not available.

Calls from any Authority - Health and Safety Authority, Fire Service, Environmental Protection Agency, Gardai, etc.
- Media, local residents, neighbouring companies, hospitals, parent company, Technical queries, Important Politicians
- These calls will be passed directly onto the Emergency Control Room.

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EMERGENCY PLAN

Security Responsibilities

Date: August 2005

Section: Security

Supersedes: July 2004

Revision: 007

### Incoming Calls - Log

<table>
<thead>
<tr>
<th>Time:</th>
<th>Name of Caller:</th>
<th>Address/Organisation:</th>
<th>Caller's Phone Number:</th>
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<tbody>
<tr>
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</table>
3. General Information on Chemical Spills / leaks

General Information on spills / leaks

- Keep upwind of the spill area.
- Do not introduce any naked lights or electrical equipment into the area.
- Evacuate the immediate area.
- Flammable vapours can spread and reach a source of ignition.
EMERGENCY PLAN

Security Responsibilities

Date: August 2005
Supersedes: July 2004
Section: Security
Revision: 007

3A. Confined Space Entry – Actions in an Emergency

- Contact the Fire Brigade on 999 Immediately
- Close Site Entry and Exit Barriers in line with emergency protocol

- Be absolutely sure of the exact location of the Confined Space Entry Emergency
- Ensure a member of the Security Team is available at the Gatehouse to direct Emergency Services to the location

- Establish as much as possible the following information.
  1. Location
  3. Level of Consciousness of the Casualty
  4. Are there any hazards that the Fire Brigade must be made aware of upon arrival. Eg. Chemical Spill, Live Electrical Cables, Flooding etc.

YOUR ATTENTION MUST NOT BE DIVERTED FROM THE JOB AT HAND – THIS COULD BE A LIFE THREATENING SITUATION
4. Security Actions for Medical Emergencies

Action in the event of a medical emergency.

- For medical emergencies contact a member of First Aid team.

- Call the Doctor/Ambulance as requested by the First Aider, Emergency Response Team Leader, Shift Supervisor or Incident Controller (see Telephone List in appendices).

- Call in or establish contact with Pfizer Personnel as requested by the Emergency Response Team Leader or Operations Chief

- On arrival of the Emergency Services/Fire Brigade – inform the relevant personnel.
5. Actions for an Offsite Transport Emergency

Incoming Phone Call from scene, emergency services, airline etc.

Security/Receptionist receives the call.
Notes Who? What? Where?

Make contact with the

EHS Manager
or
Operations Chief
to take the telephone call.
EMERGENCY PLAN

Security Responsibilities

Date: August 2005
Supersedes: July 2004
Section: Security
Revision: 007

TRANSFSPORT EMERGENCY - LIST OF QUESTIONS TO BE ASKED

On reverse of last page

1. Is there a leak/spill of material - How serious?

2. What is the location of tanker/container - (The nearest big Town)?

3. Has there been a road accident (Any person injured)?

4. Has the alarm been raised locally, i.e. at scene of accident?

5. Have Police/Emergency Services been notified?

6. Is anyone in charge of the situation, e.g. Police?

7. What is the wind direction?

8. Caller’s name and telephone number?

10. Is tanker/container in the upright position?

11. If lying on side - is leak near the ground?
6. Security Actions for a Site Security Incident

- Person who notices something suspicious.
  Report the incident immediately to Security.

Action by Security

Investigate the incident or report the incident to the Operations Chief and agree what action to take.

Bomb Threat

In the event of a Bomb Threat being received on site - take note of the information - use Checklist overpage

- Set off alarm.
- The procedure is the same as for any Emergency alarm activation except
  (a) The Gardai are called as standard
  (b) The ERT team and leader do not go to scene without approval from the Gardai.
### EMERGENCY PLAN

**Security Responsibilities**

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### BOMB THREAT THINGS TO NOTE

**Exact Words of Caller:**


**Other Statements (Record Exact Words):**


**Time:**
- The Callers Sex: Male ____ Female ____
- Approx. Age: ____
- Local Call ____ Long Distance: ____

**Voice Was (Check If Appropriate):**
- Fast
- Slow
- Stutter
- Distinct
- Disgusted

**Language Was: (Check Appropriate Ones):**
- Educated
- Simple
- International
- Cursing
- Intoxicated

**Accent:**
- Local
- Foreign
- Impediment

**Manner:**
- Calm
- Angry
- Emotional
- Laughing
- Deliberate

**The Voice Was/Was Not Familiar to Me.**
**EMERGENCY PLAN**

Security Responsibilities

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**What Were the Background Sounds (If any):**

<table>
<thead>
<tr>
<th>Questions to ask</th>
<th>What type of device?</th>
<th>What causes it to explode (e.g. timer)</th>
<th>When timed for?</th>
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<tr>
<th>Where located precisely?</th>
<th>What looks like?</th>
<th>What Organisation?</th>
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**I Notified Whom:**

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7. Security Actions Outside Business Hours

Investigates the incident when the alarm is activated during out of hours. Alerts the fire brigade and the Operations Chief. Awaits instructions from the Operations Chief. Initiates the Emergency call out system when requested to do so by the Operations Chief. Contacts for the emergency management team and emergency services are found in appendix 1.

8. Categorising an Emergency.

- **Minor.**
  - Minor injury.
  - Localised incident confined to a small area of plant or equipment.

- **Serious.**
  - A number of people affected.
  - Large area of plant or building effected but confined within the site.

- **Major.**
  - Incident has off site effects.
  - Incident visible/heard by the local community.

- **Transport Incident**
  - An incident which occurs off site involving the transportation of Pfizer hazardous material.
9. Pfizer - Dublin- Emergency Organisational Structure

**Major Incident**

- Public and Employee Relations
  - Phone Group
    - Human Resources
      - Director
      - HR Specialist
  - Event Recorder
  - Security
  - Receptionist
  - Shift/Fitter/Elect.
- External Agencies Group
- Technical Group
  - EHS Manager
  - Environmental Officer
  - Safety Officer
- Operations Chief
- Assembly Point Co-ordinator
- Emergency Response Team Leader
- Traffic
- Emergency Response Team
- Supervisor

**Minor or Local Incidents**

- Production Manager
  - Q.A. Manager
  - Engineering Manager
  - Project Engineer
- Senior Maintenance Person
1. Action on Hearing the Fire Alarm

Assembly Alarm  Constant Tone

- Proceed to assembly point. On activation of the major emergency plan by Operations Chief collect two-way phone and proceed to the Emergency Control centre.

- Inform Assembly point Co-ordinator.

- Carry out Technical Group functions.
2. Technical Group - Main Actions

Action on being notified of a major emergency.
- Proceed to the Emergency Control Centre if instructed to do so by the Operations Chief. Inform the Assembly roll caller.
- Keep in contact with the Operations Chief via radio to determine how the incident is progressing.
- Decide whether neighbouring companies need to be advised of any emergency action. Advise PR group accordingly.
- Ascertain details of plant and process involved in incident, inventory of flammable materials, chemicals, nearby vessels and relevant technical information. Provide guidance if necessary.
- Take overall charge of dealing with the technical measures necessary to bring the emergency under control.
- Liaise with the other members of the EMT, Maintenance engineer and the Emergency Services providing assistance and resources as required.
- Take action to minimise further risk of injury and prevent damage. Arrange for the orderly shutdown of plant as required. One member should monitor all shutdown procedures and operation of equipment and plant.
- Provide additional engineering services as required i.e. fitters, electricians, technical assistance.
- Initiate environmental monitoring as appropriate e.g. fire water run off, air quality. Delegate to environmental personnel.
- Take charge of provision of services. Provide maps, drawings, indication of shut off points as required.
- Organise a mortuary if required.
# 3. Technical Group - General Points for Fire Incidents

## (Background information)

### Fires in Buildings - General Points

- Ensure that all personnel are being kept upwind of the fire.
- Ensure that containers/vessels exposed to fire or heat are being kept cool.
- Refer to relevant MSDS for appropriate technical information to deal with fire involving hazardous the materials.

### Possible Explosion Occurring

Where gas has leaked beware of the possibility that it may ignite or cause a delayed explosion, particularly inside buildings or within confined spaces. Liaise with and advise the Operations Chief in making an assessment.
4. Technical Group - General Points for Gas Release

(Background Information)

Gas release - General Actions to Take:

Provide guidance to the Operations Chief in dealing with and isolating the gas release, relevant technical information pertaining to the gas, properties, isolation drawings, etc.

Generally assist in dealing with the emergency by:

- Determining what the gas is.
- Ensure that all personnel are being kept upwind of the gas release and away from the area.
- If persons known to be missing – Operations Chief co-ordinates search.
- Refer to relevant MSDS for appropriate technical information to deal with the release.
- Help to ensure that sources of ignition are being kept away from the area.
- Check to ensure that air conditioning systems are shut down.
- Advise on leak isolation, e.g. valves or process intervention.
5. Technical Group - General Points for Spillage (Background Information)

Provide guidance to the Operations Chief in dealing with the spillage, relevant technical information pertaining to spilled material, properties, etc. Refer to the relevant MSDS to obtain appropriate information.

Spills of materials can be generally grouped into the following headings:

- Water miscible Solvents (e.g. Methanol, IPA, Acetone).
- Water immiscible Solvents (e.g. Toluene).
- Inorganic acids and bases.
- Oils/gases.

### Water Miscible Solvents
- Stop leaks if safe to do so.
- Large spills cover with foam.
- Contain spillage using pigs or sand.
- Absorb in sand and drum or pump to drums e.g. bund.
- Wash residue from area with large volumes of water and run to...

### Water Immiscible Solvents
- Stop leaks if safe to do so.
- Large spills cover with foam.
- Contain using pigs or sand.
- Absorb in sand and drum or pump to drums e.g. bund.
- Apply non-flammable dispersing agent to residue and wash to...

### Inorganic acids and bases
- Stop leaks and contain spillage using pigs or sand.
- Absorb in sand or dilute or neutralise as appropriate.
- Wash to Effluent plant or drum absorbent material as appropriate.
- Mop up the residue with large volumes of water.

### Oils
- Contain and absorb spillage using oil absorbent, pigs, earth, or sand.
- Transfer to containers for disposal.
6. Technical Group - General Points for Biohazardous Spillage

(Background Information)

1. **Assess the size and nature of the spill.**
   Materials spills outside the biological safety cabinets can be generally grouped into the following headings:
   - Spills on the Body
   - Biosafety Level 1 Organism Spill (PER.C6 Cell line)
   - Biosafety Level 2 Organism Spill
   The emergency plan primarily applies to Biosafety Level 2 spills. The remaining spills are controlled within the facility by colleagues concerned SOP 6.1007.

2. **General actions**
   - Evacuate the immediate area and cordon off.
   - Keep upwind.
   - No naked lights or electrical equipment.
   - Wear protective clothing and BA as appropriate.
   - Rescue any casualties.
   - Isolate leak if possible if safe to do so.
   - Contain spills with absorbent pigs or sand and prevent going to drain.

3. **Action of Spill Response Team**
   - Communicate with Facility manager or individual concerned to assess the size and nature of the spill.
   - Don protective equipment prior to entering the facility.
   - Outer and inner tyvek suits, disposable gloves, disposable shoe covers, safety goggles and full-face respirator
   - Cover spill with absorbent material from spill kits i.e matting.
   - Carefully pour a freshly prepared solution of Sodium hydroxide around the edges of the spill and then into the spill. **AVOID SPLASHING**
   - Allow a contact time of 20 minutes
   - Any sharps such as broken glassware must be removed with a tongs and place in a Hazardous labelled sharps container.
7. Technical Group - Actions in a Medical Emergency

Initial Response
On being notified of a major incident on site provide assistance as appropriate to help in dealing with the injured person(s).

Responding to the Incident

- Liaise with the Incident Co-ordinator to co-ordinate dealing with the injured personnel.

- Liaise with other members of the Emergency Management Team / OC to provide the necessary resources (e.g. first aiders as requested by OC) and response to dealing with the injured personnel.

- Help to co-ordinate bringing any casualties to the Medical Centre and if necessary co-ordinate preparing an area at the Admin. Building / Canteen area for holding casualties until the arrival of the emergency services.
8. Technical Group - General Information for a Site Security Incident

General Action:

- The normal response for a fire alarm activation will take place except:
  (a) Gardaí called as standard
  (b) ERT and leader do not go to scene without approval of Gardaí
- The EMT technical group will not be formed for a bomb threat.

What to do if something suspicious is found and there is time:

- Open doors and windows to minimise blast damage
- Assure plant is in a safe condition
- Secure area against further entry
- Evacuate at least 275 metres (300 yards)
- Barricade the area
9. Actions for an Offsite Transport Emergency

Incoming Phone Call from scene, emergency services, airline etc.

Security/Receptionist receives the call.
Notes Who? What? Where?
Make contact with the EHS Director - Head of Safety or the Shift Supervisor - to take the telephone

EHS Director - Head of Safety or the Shift Supervisor.
- Handle the call and take note of information as per Phonecall Checklist
- Establish if genuine.
- Decide level of response
  (a) Advice
  (b) Limited EMT Response

Limited EMT Response.
- As advice section
- Call in one member of each group in the EMT. Call more as required.
- Keep in regular contact with the authorities to monitor developments.
- Arrange if necessary / feasible for a technical advisor (and PR group member if required) to travel to the scene of the incident and to advise as appropriate on handling the technical nature of the incident.
- Issue prepare statements / give press conference to media if required.
- Inform Pfizer Corporate
- If necessary make contact with Minchem Environmental Services to assist Pfizer in dealing with the incident or for outside Ireland agree an approach with Pfizer corporate.

Advice
- Give assistance - technical advice to the caller on dealing with the incident.
- Give information from the relevant MSDS for the material(s) involved in the incident.
- Inform relevant managers in writing later.
10 Categorising an Emergency.

- **Minor.**
  - Minor injury.
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  - An incident which occurs off site involving the transportation of Pfizer hazardous material.
11. Pfizer - Emergency Organisational Structure

Major Incident
- Public and Employee Relations
- Phonic Group
- Human Resources Director
  - HR Specialist
- EHS Manager
  - Environmental Officer
  - Safety Officer
- External Agencies Group
- Technical Group
- Production Manager
- QA Manager
- Engineering Manager
- Project Engineer
- Site Leader
- Operations Chief
  - Assembly point Co-ordinator
  - Traffic
  - Emergency Response Team Leader
  - Emergency Response Team
  - Supervisor

Minor or Local Incidents
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1. Action on Hearing the Fire Alarm

**Assembly Alarm** Constant Tone

- Proceed to assembly point. On activation of the major emergency plan by Operations Chief collect two-way phone and proceed to the Emergency Control centre.

- Inform Assembly point Co-ordinator.

- Carry out Technical Group functions.
2. Technical Group - Main Actions

Action on being notified of a major emergency.
- Proceed to the Emergency Control Centre if instructed to do so by the Operations Chief. Inform the Assembly roll caller.
- Keep in contact with the Operations Chief via radio to determine how the incident is progressing.

- Decide whether neighbouring companies need to be advised of any emergency action. Advise PR group accordingly.
- Ascertain details of plant and process involved in incident, inventory of flammable materials, chemicals, nearby vessels and relevant technical information. Provide guidance if necessary.

- Take overall charge of dealing with the technical measures necessary to bring the emergency under control.

- Liaise with the other members of the EMT, Maintenance engineer and the Emergency Services providing assistance and resources as required.

- Take action to minimise further risk of injury and prevent damage. Arrange for the orderly shutdown of plant as required. One member should monitor all shutdown procedures and operation of equipment and plant.

- Provide additional engineering services as required i.e. fitters, electricians, technical assistance.

- Initiate environmental monitoring as appropriate e.g. fire water run off, air quality. Delegate to environmental personnel.

- Take charge of provision of services. Provide maps, drawings, indication of shut off points as required.
- Organise a morgue if required.
3. Technical Group - General Points for Fire Incidents

(Background information)

Fires in Buildings - General Points

- Ensure that all personnel are being kept upwind of the fire.
- Ensure that containers/vessels exposed to fire or heat are being kept cool.
- Refer to relevant MSDS for appropriate technical information to deal with fire involving hazardous the materials.

Possible Explosion Occurring

Where gas has leaked beware of the possibility that it may ignite or cause a delayed explosion, particularly inside buildings or within confined spaces. Liaise with and advise the Operations Chief in making an assessment.
4. Technical Group - General Points for Gas Release

(Background Information)

Gas release - General Actions to Take:

Provide guidance to the Operations Chief in dealing with and isolating the gas release, relevant technical information pertaining to the gas, properties, isolation drawings, etc.

Generally assist in dealing with the emergency by:

- Determining what the gas is.
- Ensure that all personnel are being kept upwind of the gas release and away from the area.
- If persons known to be missing – Operations Chief co-ordinates search.
- Refer to relevant MSDS for appropriate technical information to deal with the release.
- Help to ensure that sources of ignition are being kept away from the area.
- Check to ensure that air conditioning systems are shut down.
- Advise on leak isolation, e.g. valves or process intervention.
5. Technical Group - General Points for Spillage (Background information)

Provide guidance to the Operations Chief in dealing with the spillage, relevant technical information pertaining to spilled material, properties, etc. Refer to the relevant MSDS to obtain appropriate information.

Spills of materials can be generally grouped into the following headings:

- Water miscible Solvents (e.g. Methanol, IPA, Acetone).
- Water immiscible Solvents (e.g. Toluene).
- Inorganic acids and bases.
- Oils/gases.

**Water Miscible Solvents.**
- Stop leaks if safe to do so.
- Large spills cover with foam.
- Contain spillage using pigs or sand.
- Absorb in sand and drum or pump to drums e.g. bund.
- Wash residue from area with large volumes of water and run to

**Water Immiscible Solvents.**
- Stop leaks if safe to do so.
- Large spills cover with foam.
- Contain using pigs or sand.
- Absorb in sand and drum or pump to drums e.g. bund.
- Apply non-flammable dispersing agent to residue and wash to

**Inorganic acids and bases.**
- Stop leaks and contain spillage using pigs or sand.
- Absorb in sand or dilute or neutralise as appropriate.
- Wash to Effluent plant or drum absorbent material as appropriate
- Mop up the residue with large volumes of water.

**Oils**
- Contain and absorb spillage using oil absorbent, pigs, earth, or sand.
- Transfer to containers for disposal.
6. Technical Group - General Points for Biohazardous Spillage

(Background information)

1. **Assess the size and nature of the spill.**
   Materials spills outside the biological safety cabinets can be generally grouped into the following headings:
   - Spills on the Body
   - Biosafety Level 1 Organism Spill (PER.C6 Cell line)
   - Biosafety Level 2 Organism Spill
   The emergency plan primarily applies to Biosafety Level 2 spills. The remaining spills are controlled within the facility by colleagues concerned SOP 6.1007)

2. **General actions**
   - Evacuate the immediate area and cordon off.
   - Keep upwind.
   - No naked lights or electrical equipment.
   - Wear protective clothing and BA as appropriate.
   - Rescue any casualties.
   - Isolate leak if possible if safe to do so.
   - Contain spills with absorbent pigs or sand and prevent going to drain.

3. **Action of Spill Response Team**
   - Communicate with Facility manager or individual concerned to assess the size and nature of the spill.
   - Don protective equipment prior to entering the facility.
     Outer and inner tyvek suits, disposable gloves, disposable shoe covers, safety goggles and full-face respirator
   - Cover spill with absorbent material from spill kits i.e matting.
   - Carefully pour a freshly prepared solution of Sodium hydroxide around the edges of the spill and then into the spill. **AVOID SPLASHING**
   - Allow a contact time of 20 minutes
   - Any sharps such as broken glassware must be removed with a tongs and place in a Hazardous labelled sharps container.
7. Technical Group - Actions in a Medical Emergency

**Initial Response**

On being notified of a major incident on site provide assistance as appropriate to help in dealing with the injured person(s).

**Responding to the Incident**

- Liaise with the Incident Co-ordinator to co-ordinate dealing with the injured personnel.
- Liaise with other members of the Emergency Management Team / OC to provide the necessary resources (e.g. first aiders as requested by OC) and response to dealing with the injured personnel.
- Help to co-ordinate bringing any casualties to the Medical Centre and if necessary co-ordinate preparing an area at the Admin. Building / Canteen area for holding casualties until the arrival of the emergency services.
8. Technical Group - General Information for a Site Security Incident

General Action:

- The normal response for a fire alarm activation will take place except:
  (a) Gardaí called as standard
  (b) ERT and leader do not go to scene without approval of Gardaí
- The EMT technical group will not be formed for a bomb threat.

What to do if something suspicious is found and there is time:

- Open doors and windows to minimise blast damage
- Assure plant is in a safe condition
- Secure area against further entry
- Evacuate at least 275 metres (300 yards)
- Barricade the area
9. Actions for an Offsite Transport Emergency

Incoming Phone Call from scene, emergency services, airline etc.

Security/Receptionist receives the call.
Notes Who? What? Where?
Make contact with the EHS Director - Head of Safety or the Shift Supervisor - to take the telephone

Limited EMT Response.
- As advice section
- Call in one member of each group in the EMT. Call more as required.
- Keep in regular contact with the authorities to monitor developments.
- Arrange if necessary/feasible for a technical advisor (and PR group member if required) to travel to the scene of the incident and to advise as appropriate on handling the technical nature of the incident.
- Issue prepare statements/give press conference to media if required.
- Inform Pfizer Corporate
- If necessary make contact with Minchem Environmental Services to assist Pfizer in dealing with the incident or for outside Ireland agree an approach with Pfizer corporate.

EHS Director - Head of Safety or the Shift Supervisor.
- Handle the call and take note of information as per Phonecall Checklist
- Establish if genuine.
- Decide level of response
  (a) Advice
  (b) Limited EMT Response

Advice
- Give assistance - technical advice to the caller on dealing with the incident.
- Give information from the relevant MSDS for the material(s) involved in the incident.
- Inform relevant managers in writing later.
10 Categorising an Emergency.

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# EMERGENCY PLAN

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